

Michigan



Entered the Union: 1837

Population (est. 1994):
9,496,000 Rank: 8/50


Land Area (square miles):
56,809 Rank: 22/50


State Historical Records Coordinator:

Sandra S. Clark, Director
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Deputy Coordinator:

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ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1913 State Records Management Initiated: 1952 Archives Placement: Secretary of State, Historical Center, State Archives Section Records Management Placement: Department of Management and Budget, Office of Support Services, Office Services Division, State Records Management Services Section	Total State Govt Expenditures: (1993): \$23,357,795,000 Total Budget, Archives and Records Management (FY 1994): \$1,280,100 <small>See "Notes" section, below, for program elements included in budget and FTEs.</small> Percent of Total State Expenditures Allocated to Archives and Records: 0.005% Archives and Records Management funding have been relatively stable over last 2 years.

STAFFING			
State Government FTEs (1992): 137,853		Number of Archives/Records FTEs per 1000 State FTEs: 0.26	
Archives & Records FTEs (1994):		Average earnings for all full-time state employees	
Total	36.5	(Oct. 1992):	\$37,608 per year
Archives	12	Salary ranges for entry level professionals	
Records Mgt	11.4	Historian 9 (entry level archivist)	\$26,225-36,614
Other	13.1	Entry-level records analyst	\$26,474-34,890

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ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

Individual daily visits3,268

Mail requests2,336

Telephone requests2,439

Reference activity has been relatively stable over last 2 years.

Services provided free of charge:

Use of reference room

Answers to in-state and out-of-state mail requests

Faxes of documents or finding aids

Commercial use of documents/photos

cont.

Arrangement and description activities (FY 1994)

Records arranged and described991.2 cu. ft.

Descriptions of holdings are provided through:

Thematic circulars updated as needed.

WWW

http://www.sos.state.mi.us/history/archives.html

Gopher:

gopher://gopher.sos.state.mi.us:70/11/history/archives

Nonelectronic finding aids

available at State Archives

describe 63% of the holdings at the series level.

cont.

Access to Records in State Archives, cont.**Reference services, cont. Services provided for a fee:**

Photocopies of documents or finding aids
Certified copies

No fees have been initiated in last 2 years.

Arrangement and description activities, cont.

Published finding aids produced by State Archives describe 50% of holdings at the series level

FACILITIES**State Archives Building**

(owned by State of Michigan)

Constructed: 1989

Total storage capacity: 70,000 cu. ft.

Percent now occupied: 80%

Will be full in 5-10 years

No construction planned

Some local government records are stored outside principal archival facility.

Existing environmental controls (ANSI/NFPA standards):

100% year-round temperature controls

100% year-round humidity controls

100% fire detection

100% fire suppression

State Records Center

(owned by Department of Management and Budget)

Constructed: 1953 Renovated: 1965, 1980

Total storage capacity: 281,600 cu. ft.

Percent now occupied: 95%

Will be full in less than 5 years

No construction planned

A secondary rented storage facility is used for 12% of total holdings in both facilities.

Existing environmental controls:

100% year-round temperature controls

0% year-round humidity controls

100% fire detection

100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by State Archives (FY 1994):**

No. completed N/A (state agencies)
823 (local govt officials)

No. of agencies serve N/A (state agencies)
823 (local govt officials)

No. of local government units (1992):

83 counties 587 school districts

534 municipalities 280 special districts

1,242 townships

Services to state agencies by State Archives:

Training and consultation

Services to local governments by State Archives:

Training and consultation

Publications

Labor in agencies (inventorying, processing, conservation)

Services to state agencies by Records Management:

Training, consultation, records retention scheduling

Micrographics

Labor in agencies (inventorying)

State Archives has authority to accept original archival records from local governments

MICROGRAPHICS**Microfilming activities by Records Management (FY 1994)**

Source document microfilming 1.3 million images
COM 414.6 million images

Processing 6,000 rolls

Duplicating 10,200 rolls

Records Management provides centralized micrographics services for state agencies.

Records Management has experienced redox problems but State Archives has not.

Records Management stores security microfilm for state agencies but not local governments.

PRESERVATION POLICIES AND SERVICES**Preservation activities by State Archives (FY 1994)**

8 sheets (maps) cleaned and deacidified

8 sheets mended and encapsulated

2 volumes rebound, disbound, repaired

700 cu. ft. rehoused

State Archives does not have a written preservation plan or a written disaster plan.

State Archives does not have a preservation officer or employ a trained, full-time conservator.

Michigan does not have a statewide preservation plan.

AUTOMATED APPLICATIONS**State Archives uses the following automated applications:**

Finding aids	Word Perfect/ARGUS
Accessioning	Word Perfect/ARGUS
Correspondence	Word Perfect Records

Management uses the following:

Inventory control	Versatile and Word Perfect
Records scheduling	Versatile and Word Perfect
Space management	Versatile and Word Perfect

Electronic Mail

State Archives and Records Management staffs can each communicate via e-mail within their agency and externally via a government-wide electronic mail system. NASIRE reports that Michigan plan to implement government-wide e-mail system "within the next six months" (as of April 1994). State Archives reports that government-wide system has been implemented (fall 1995).

ELECTRONIC RECORDS

Neither State Archives nor Records Management currently has an electronic records management program.

State Archives, in cooperation with Records Management, is conducting an NHPRC-funded Electronic Records Consultation Project toward implementation of a program.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1992 statute
Includes electronic records and e-mail.

Public's right to access to government records
provided in statute.**Restrictions to specific classes of records**
provided, no time limits set.**Permanent paper standards**
None**Optical imaging standards**
1992 statute; administrative rules (required by statute) have not yet been promulgated.**Admissibility of microfilm**

961 statute (Revised Judicature Act), as amended by P.A. 192 of 1992

Admissibility of optical images

1992 statute; requires standards first to be promulgated as administrative rules to allow admissibility

Admissibility of electronic records

None

Theft/defacement of a public record

1931 statute (Michigan Penal Act, 750.491 and 492)

Replevin

1984 statute (Management and Budget Act)

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Office of Information Technology in the Department of Management and Budget; Records Management is just beginning to be active in the state's IRM work. **Information Policy Coordination**
Constituted formally, assigned to Office of Information Technology; Records Management is just beginning to be active in the state's IRM work. **Government Information Locator Service**
No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that Michigan is studying integration of social services, health and employment security. NGA reports a variety of activities, including the Michigan Administrative Information Network, a financial management system that will link accounting, personnel, purchasing, contract administration, inventory management and other processes; consolidation of 19 state government voice and data networks into one; consolidating 15 data centers into 10. Governor's Forum
<http://gopher.migov.state.mi.us/> History of Health Sciences in Michigan
<http://http2.sils.umich.edu/hchs/>

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

**Slide Presentation on State Archives**

[NAGARA Clearinghouse 10:3 (Summer 1994)]

Microfilm of death, marriage, and divorce record available

[NAGARA Clearinghouse 11:1 (Winter 1995)]

State

Archives of Michigan on the Internet

Several Internet access points are available. The State Archives World Wide Web home page includes a paragraph on both the State Archives program and the Michigan Historical Records Advisory Board. Currently it also cites a list of circulars that describes various holdings of the State Archives on a thematic basis and two sample circulars, all of which may be viewed through the gopher (see WWW and gopher addresses under "Access to State Archives Records," above).

The History of the Health Sciences in Michigan project (<http://http2.sils.umich.edu.hchs/>) includes state government records in the State Archives relating to the health sciences in Michigan.

The State Archives gopher currently includes information about the Archives Circulars, a list of all circulars and two sample circulars, e.g., Naturalization Records (No. 10) and State and Local Vital Records (No. 19).

SHRAB ACTIVITIES

**Strategic Planning**

In 1994, the Michigan State Historical Records Advisory Board (MSHRAB) published a report entitled *Strategies to Preserve Michigan's Historical Records*. In order to address the goals identified in the report, the MSHRAB and the Michigan Historical Center have been awarded National Historical Publications and Records Commission grants. The MSHRAB is administering two grants: "State board planning grant to assess the conditions and needs of architectural records in

Michigan and develop guidelines and a model for their appraisal" (completion expected in March 1995) and "Grant to assist community-based nonprofit organizations to preserve and make available historical records" (in progress). The Michigan Historical Center-State Archives is administering one grant entitled "State Government Electronic Records Consultation Project" (in progress).

FOR FURTHER INFORMATION

**State Archives**

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Records Management

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Notes

Program elements included in Archives and Records Management budget and FTE figures: In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Michigan budget and personnel figures also cover

- service to local governments
- preservation microfilming,
- records preservation
- records center

The budget figures provided here do not include building maintenance charges or the centralized micrographics program operated by Records Management.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: (Archives) David Johnson, State Archives, 717 West Allegan, Lansing, MI 48918. Phone: (517) 373-1401. (Records Management) Robert Bassett, Manager, State Records Center, 3405 N. Logan, Lansing, MI 48913. Phone: (517) 335-9130

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.